

**SUMMARY OF THE
QUALITY SYSTEMS PERFORMANCE BASED MEASUREMENT SYSTEMS SUB-COMMITTEE
MEETING
FEBRUARY 26, 2002**

The Quality Systems Performance Based Measurement Systems (PBMS) Sub-committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Tuesday, February 26, 2002, at 1:00 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

INTRODUCTION

Scott Siders called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

No minutes were reviewed.

DRAFT STRATEGY FOR 2002

Mr. Siders reviewed the draft strategy for the PBMS subcommittee for 2002, contained in the e-mail he sent to the members on February 25, 2002 (see attached for full details). David Friedman brought up the issue that if NELAC has tougher standards for its laboratories than non-NELAC laboratories have, this will serve to drive laboratories away from NELAC. Mr. Friedman felt that the EPA needs to recognize that NELAC laboratories have a higher standard, and encourage other laboratories to join NELAC. Discussion ensued. Mr. Siders suggested that if ISO 17025 is adopted at NELAC 8, focus should be placed on developing standards to augment language that is already in 17025. In addition, focus should also be place on developing standards that would better address EPA approved program methods.

Mr. Siders recommended that between now and NELAC 8, this committee focus on comments received regarding sections 5.5.4 (selection and validation of methods) and Appendix C, developing a tiered approach for Appendix C, and at this time not focus on Appendix D. He also recommended revisiting the original ISO 17025 language, comparing that to what had been proposed, and determine if additional language needs to be developed. The presentation for NELAC 8 will also have to be developed in the near future.

OTHER BUSINESS

As a result of recent poor attendance, Mr. Siders will telephone all members to check availability and willingness for participation in the teleconferences, as well as willingness to accept assignments, such as taking a critical look at Appendix C and preparing a draft tiered approach to present to this subcommittee.

Mr. Siders had discussed with Dr. Siegelman the issue of a member of Quality Systems (QS) Committee participating on the subcommittee, and both agreed that this was not an urgent issue prior to NELAC 8. However, after NELAC 8, a member of the QS Committee will join the subcommittee and carry the membership through until NELAC 9.

Mr. Siders reported that a new individual has been invited to join this subcommittee and will report on this further at a later teleconference.

FUTURE TELECONFERENCES

The next teleconference will be March 12, 2002, at 1:30 p.m. EST.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

ACTION ITEMS
QUALITY SYSTEMS PERFORMANCE BASED MEASUREMENT SYSTEMS SUB-COMMITTEE MEETING
FEBRUARY 26, 2002

Item No.	Action	Date to be Completed
1.	Revisit original ISO 17025 language that deals with method selection and method validation.	03/12/02
2.	Review language for Section 5.5.4.	03/12/02
3.	Re-read Richard Burrows' comments, also those of Wilson Hershey, Carol Madding, and Ed Glick.	03/12/02
4.	Review Appendix C and integrate a tiered approach into it.	NELAC 8

PARTICIPANTS
QUALITY SYSTEMS PERFORMANCE BASED MEASUREMENT SYSTEMS SUB-COMMITTEE MEETING
FEBRUARY 26, 2002

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2/25/02

Good Morning,

Just a reminder, that we have a teleconference on 2/26/02 (Tuesday) from 1:30 PM to 3:00 PM EST. The call in number is 202-260-7280/20066#. I look forward to hearing from everyone tomorrow.

Attached are the draft minutes from the last call that Harry, Sheila and I were on.

Draft Strategy for 2002: I think between now and NELAC 8. The subcommittee should just focus on what we heard coming out of the Interim Meeting and make some adjustment based on that. We need to make a presentation at NELAC 8 that would show how we have made adjustments in the proposed language based on what we heard at NELAC 7i. **We will not be placing language up for a vote at NELAC 8.**

After NELAC 8, this Subcommittee and the Quality Systems Committee must work together to further refine the language based on the new 2002 Quality Systems standards (hopefully ISO 17025 based) and prepare the final proposed language for NELAC 8i.

I feel we also need to this entire year make every effort to invite those that presented strong positions at NELAC 7i to have a role in the discussion and development of the language that the Quality Systems Committee and this Subcommittee will jointly propose for NELAC 8i. Additionally we need to get value added input from a broader base of EPA, (e.g., OSW, Office of Water and OGWDW) State (e.g., AAs) and private sector people on the eventual language to be proposed at NELAC 8i. I think we need rather vocal and senior EPA support for this at both NELAC 8 and NELAC 8i.

For now (between now and NELAC 8), I think we should focus on:

1st. Discuss and agree on the draft overall 2002 strategy and work plan for between now and NELAC 8;

2nd. Review and discuss STL's and others NELAC 7i PBMS Comments;

3rd. Focus our efforts first on our proposed sections 5.5.4 and Appendix C verse 5.5.5 Calibration and Appendix D (need group feedback/consensus on this one);

4th. Revisit the original ISO 17025 language that has to do with method selection/modification/validation and **possibly** rethink/revise our language (e.g., method selection) in the body of Chapter 5 that has to do with those sections (i.e., all of our proposed 5.5.4).

5th. Revisit wording in Appendix C and **develop a tiered approach** to method evaluation/validation for that appendix (that would better address EPA approved/program methods);

6th. While doing above keep small labs, cost vs. benefit and making sure our proposed language does not constitute an unreasonable burden in mind. No saying it does, but we need to recognize that this is what we heard back at NELAC 7i.

I think if we can do all this (especially the 4th and 5th items) between now and NELAC 8 we will be doing good. We can present a status report and a good discussion document at NELAC 8 for all to consider.

Talk to you on Tuesday. Need you all there to hear your candid thoughts. "If it was easy we would have had it done yesterday." I have cc'ed Fred Siegelman and Richard Burrows to keep them both in the loop.

Regards,

Scott